



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:	014-15	ISSUE DATE:	February 6, 2015
TITLE:	PROGRAM SUPPORT SPECIALIST 2 ASSISTANCE PROGRAMS	CLOSING DATE:	February 20, 2015
LOCATION:	Department of Children and Families Office of Adolescent Services 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	P 24
DISTRIBUTION:	DEPT-WIDE	SALARY:	\$59,031.79 - \$83,803.57

SCOPE OF ELIGIBILITY: Open to employees of the Department of Children and Families who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

DEFINITION: Under the direction of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, is responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; May take the lead over entry level Program Support Specialist staff; conducts program related site visits, studies, and investigations as needed; does other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Two (2) years of experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program.

SPECIAL NOTE: Under the direction of the Director for the Office of Adolescent Services (OAS) or other supervisory official in a state department or agency, or in a community or institutional setting, is responsible for performing activities to maintain, monitor the quality of and/or implementation of client services/assistance programs for adolescents. This position will oversee adolescent service contracts including the Outreach to At-Risk Youth (OTARY) Programs and other adolescent contracts including housing, life skills, and aftercare programming. This position will require staff to conduct program related site visits, and investigations as needed; does other related work as required.

SPECIAL NOTE: This position requires close collaboration with providers and stakeholders. This position will serve as a program lead a number of adolescent service contracts. Direct practice experience working with youth is preferred. Cover letter outlining interest in this position is strongly preferred.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field may be substituted for one (1) year of the required experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:
Jennifer.Dowd@dcf.state.nj.us
Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:
Andrea Maxwell, Manager 1 Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717